FME PROCUDURE FORMAT

1.0   PURPOSE

Describe the purpose of the procedure (Not the purpose of the subject of the procedure).

Example: To define the method used for receipt, distribution, and control of design criteria.

2.0   GENERAL

Indicate general background information; e.g., an overview of an activity, document, etc. This section should be clear and brief; avoid generalized statements about which there is universal agreement as well as any redundancy with information contained in succeeding sections. Also provide any definition of terms used in the procedure that might be required for clarity and/or conciseness.

3.0   PROCEDURE

Describes general responsibilities, including such information as identification of:

A.   Initiator (or triggering mechanism) of the document process.
B.   Documents to be used.
C.   Checking and approval responsibilities.
D.   Controls, follow-up, and distribution requirements.

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FMEP-X-YYYY

Exhibit A – Example Form (identify number of pages)